

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Income Maintenance Caseworker II (#166-11 and #166-16)
LOCATION: Craven County Social Services
HIRING RANGE: \$33,043 - \$34,630
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: November 9, 2015
DATE AVAILABLE: November 18, 2015 (166-11) and December 2, 2015 (166-16)
CLOSING DATE: November 19, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide professional human services work, assisting individuals in accessing a variety of social services, interprets program information, determines eligibility for human service programs and conducts in-office and/or on-site interviews and/or assessments.

ESSENTIAL JOB FUNCTIONS

Interviews clients and/or collateral contacts to gather information, to secure medical history, work history and other income information and to determine need and eligibility for human services. Verifies information and investigates discrepancies. Assists clients in retaining public assistance benefits by updating information in client file and state eligibility systems. Follows policies and procedures related to eligibility determination and redetermination. Extensive computer skills and knowledge of multiple software programs is required. Must be able to demonstrate ability. Uses information technology to determine eligibility, to record notes and to manage records. Documents eligibility decisions and retains copies of client information to meet state and federal mandates. Provides clients with information about the other services available.

ADDITIONAL JOB FUNCTIONS:

All staff is required to be able to perform additional tasks with disaster management. Employees are frequently subject to working with upset clients and compressed time frames.

MINIMUM EDUCATION AND EXPERIENCE

One year of experience as Universal worker; or an equivalent combination of training and experience. Must possess:

- Ability to read, analyze, interpret and apply rules, regulations and procedures.
- Good mathematical, reasoning and computational skills. Computer skills.
- Organizational skills to meet multiple mandated timeframes.
- Ability to communicate with a variety of individuals: business/public officials/clients, etc.
- Valid Driver's License and reliable vehicle for work. Will accept other states valid driver's license if military affiliated.
- Must have experience interviewing, negotiating, explaining information, gathering/compiling data and/or performing legal tasks.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

